

R10 InfoPage

Search workplace.epa.gov...

Q&D - Office of Compliance & Enforcement - Pesticides and Toxics Unit Records Disposition Schedule

SERIES DESCRIPTION	DISPOSITION	NARA NUMBER
Link to the common	Link to your full printable	
Housekeeping Schedules	OCE - PTU	
not included in this table	File Plan Spreadsheet	
<p>CHEMICAL UPDATE SYSTEM (CUS): The Chemical Update System (CUS) contains confidential data reported by industry (approximately 1200 companies) as a partial update of the TSCA Inventory. Manufacturers and importers are required to report company information (plant site name, address, DUNS number) and chemical information (CAS registry number, PMN/Bonafide/TMEA or CCID Number, and production volume) for chemicals they manufactured or imported in excess of 10,000 pounds in the immediately preceding fiscal year. Polymers, naturally occurring substances, and UVCB's are exempt from reporting requirements. Reporting takes place every four years, beginning in December 1986. Production volumes on the CUS database are discrete amounts, rather than ranges, found on the Chemicals in Commerce Information System (CICIS).</p> <p>Item c: Electronic data This item is to be used only by the Office of Prevention, Pesticides, and Toxic Substances, Records and Dockets Management Branch at Headquarters.</p> <p>Function: 108-025-06-02 273</p>	<p>Item c: Permanent Transfer data at the end of each update cycle to the National Archives as specified in 36 CFR 1228.270 or standards applicable at the time.</p>	<p>N1-412-96-3/14</p> <p>Status: Final, 04/30/2007</p>
<p>COMPLIANCE FILES: Contains records used to determine compliance with pollution regulations and to recommend legal enforcement actions if necessary. Includes compliance schedules, inspections, reports, correspondence, inventories, sampling and analytical data, field notebooks, and related documents. Also includes notices of noncompliance, and compliance orders that do not result in enforcement actions.</p> <p>Item a: Record copy</p> <p>Function: 108-025-08 211</p>	<p>Item a: Disposable Close inactive records at end of year. Destroy 5 years after file closure.</p>	<p>N1-412-07-1/10</p> <p>Status: Final, 12/31/2007</p>
<p>CONFIDENTIAL BUSINESS INFORMATION (CBI) ACCESS: Includes records relating to the clearance of persons and companies that require access to confidential business information (CBI) such as trade secrets and commercial or financial information that is claimed privileged or confidential. Contains forms, confidentiality agreements, correspondence, and related documents.</p> <p>Item a: Federal employees Item b: Contract employees and companies</p> <p>Function: 401-121 624</p>	<p>Item a: Disposable Close inactive records when access is terminated. Destroy 2 years after file closure.</p> <p>Item b: Disposable Close inactive records when access is terminated. Destroy 7 years after file closure.</p>	<p>N1-412-07-1/14</p> <p>Status: Final, 03/30/2007</p>

<p>receipt, inspection and payment of any and all contracts to which EPA is a party and which are maintained and used by the Agency or Contracting Officer for contract documentation and for performance and financial monitoring and oversight activities. Also includes reviews and audits conducted by the Financial Analysis and Rate Negotiation Service Center (FARSC). Excludes: Superfund site-specific contract management records scheduled as EPA 020; final deliverables scheduled as EPA 258; and unsuccessful bids and proposals not filed with the related contract case files scheduled as EPA 275.</p> <p>Item b: Contract-level Contracting Officer's Representative (COR) Formerly called Project Officer (PO)</p> <p>Item c: Other Contracting Officer's Representative (COR) Includes Delivery Order CORs, Simplified Acquisition CORs, Task Order CORs, and Work Assignment CORs. Formerly called Delivery Order Project Officer (DOPO) or Work Assignment Manager (WAM)</p> <p>Function: 405 202</p>	<p>termination of the task order or work assignment.</p> <p>Destroy 6 years and 3 months after final payment for the overall contract.</p> <p>Item c: Disposable Close inactive records upon filing of final invoice or completion or termination of the task order or work assignment. Destroy 6 years and 3 months after final payment for the overall contract.</p>	10/31/2008
<p>DIRECTIVES AND POLICY GUIDANCE DOCUMENTS ISSUED BY SPECIFIC PROGRAMS AND REGIONS: Includes all records that document EPA's major policy decisions and program operational procedures originated within each program and regional office providing the mandates for overall and specific program direction and action. Records consist of official policy decisions, delegations of authority, memos that set policy or issue guidance, operating guidance, procedures manuals, other procedural materials, technical resource documents, regulatory interpretation and implementation documents, and mandates for action. These collections of materials may be in the form of a program directives system or a program compendium with finding aids and indexes.</p> <p>Item a(1): Published or released to the public and related background materials - Nonelectronic</p> <p>Item a(2): Published or released to the public and related background materials - Electronic</p> <p>Item a(3): Published or released to the public and related background materials - Electronic copy of records transferred to the National Archives</p> <p>Item b: Unpublished or not released to the public and related background materials</p> <p>Function: 306-112 007</p>	<p>Item a(1): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives in 5 year blocks, 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records upon issuance or publication or when superseded. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives. Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b: Disposable Close inactive records upon decision to not publish or issue. Destroy 10 years after file closure.</p>	<p>N1-412-06-7</p> <p>Status: Final, 12/31/2010</p>
<p>DOCKETS: A docket is a collection of documents available to the public for review and, often, public comment. Dockets may be related to the development of rules and regulations (regulatory docket) or made available for other reasons not related to rulemaking (general docket).</p> <p>Regulatory dockets include records relating to the development of EPA regulations. Records may consist of Federal Register documents (e.g., advance notices of proposed rulemaking, proposed rules, final rules, and notices of availability), background documents (e.g.,</p>	<p>Item a: Disposable Close inactive records after publication of rule or close of docket. Destroy 20 years after file closure.</p> <p>Item b: Disposable Close inactive records 5 years after last activity. Destroy 5 years after file closure.</p>	<p>N1-412-04-4</p> <p>Status: Final, 04/30/2012</p>

supporting the rulemaking, internal documents that provide necessary factual background, and trip reports), correspondence or meeting summaries (e.g., records of communications with outside parties containing relevant information, lists of participants and summary minutes of meetings with external groups, and summaries of telephone conversations containing relevant information), public hearing transcripts and lists of speakers/attendees, public comments submitted to EPA and responses to public comments documents, supporting materials for administrative requirements (e.g., materials relating to the Regulatory Flexibility Act, Executive Order 12866, and other relevant statutes, orders, and policies), and any other material deemed appropriate by the program office.

General dockets contain documents made available for public review and, often, comments that may not be related to EPA's regulations. Dockets may be established for an array of non-rulemaking actions. They contain materials relating to actions on which EPA is required to solicit comment such as proposed collections of information under the Paperwork Reduction Act, proposed settlements and agreements in litigation, draft permits, and various types of approvals for state and tribal programs. They may also contain materials EPA is making available for public inspection, but not soliciting comments.

Files include comprehensive indices of all materials placed in the Docket.

Excludes: The electronic docket management system scheduled as the Federal Docket Management System (FDMS), EPA 152.

Item a: Final docket

Item b: Inactive, nonfinal docket, and documents of short-term value

Function: 404-141-02-03 150

ENFORCEMENT ACTION FILES: Includes all cases referred to Office of Regional Counsel or other offices with enforcement authority, for action against a pollution source or discharger. Includes correspondence, meeting documentation, inspections, field notebooks, evaluations, documentation of administrative actions including notices of violation, notices of deficiency, information requests, warning letters, administrative compliance orders, documentation of civil and criminal actions, corrective action orders, attorney work products, case summaries, pleadings, state and local enforcement records, settlement documents including consent decrees, discovery requests, and notices of intent to sue.

Excludes: Superfund site-specific and oil spill site-specific enforcement actions scheduled as EPA 025 and EPA 480, respectively.

Item a: Administrative case files, whether a formal enforcement action is initiated or not

Item b: Judicial case files where routine legal actions are required

Item c(1): Landmark or precedent cases - Nonelectronic

Includes cases as designated by the Regional

Item a: Disposable

- Close inactive records upon settlement or closing of case.
- Destroy 10 years after file closure.

Item b: Disposable

- Close inactive records upon settlement or closing of case.
- Destroy 20 years after file closure.

Item c(1): Permanent

- Close inactive records upon settlement or closing of case.
- Transfer to the National Archives in 5 year blocks 20 years after file closure. If record is microform, destroy paper after quality assurance is completed.

Item c(2): Permanent

- Close inactive records upon settlement or closing of case.
- Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR

N1-412-07-2/9

Status: Final,
12/31/2012

<p>Includes cases as designated by the Regional Administrator's designee.</p> <p>Item c(3): Landmark or precedent cases - Electronic copy of records transferred to the National Archives</p> <p>Includes cases as designated by the Regional Administrator's designee.</p> <p>Function: 108-025-08 207</p>	<p>Item c(3): Disposable</p> <ul style="list-style-type: none"> • Close file upon transfer to the National Archives. • Delete after electronic record copy is successfully transferred to the National Archives. 	
<p>FEDERAL FACILITIES MONITORING FILES: Contains information used to monitor the environmental controls in use at installations and facilities operated by the federal government, including military installations. Monitoring includes all program areas. Records consist of correspondence with the facilities, survey reports showing inventory of pollution control equipment in use, discharge, and other factors. Excludes: Site-specific records relating to hazardous waste sites at federal facilities submitted under RCRA or CERCLA for preliminary assessments scheduled as EPA 012.</p> <p>Item a: Record copy</p> <p>Function: 108-025-08 137</p>	<p>Item a: Disposable</p> <p>Close inactive records at end of year.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-07-1/4</p> <p>Status: Final, 05/31/2009</p>
<p>FIFRA/TSCA TRACKING SYSTEM (FTTS): The FIFRA/TSCA Tracking System (FTTS) is a regional system used to track compliance activities such as inspections, case review, enforcement actions taken, samples collected, and pesticide grants and cooperative agreement information. The compliance monitoring and enforcement activities are tracked from the time an inspector conducts (or schedules) an inspection until the time the case is closed or the enforcement action is settled. The system provides for four categories of reports: (1) reporting and enforcement and compliance assurance priorities (RECAP), (2) standard reports, (3) ad hoc reports, and (4) tracking reports. All 10 regions and headquarters use FTTS, but the FTTS regional databases work independently of one another. Regional FTTS data entry personnel send their data to headquarters every month to rebuild the National Compliance Data Base (NCDB). Excludes: The NCDB scheduled as EPA 420.</p> <p>Item c: Electronic data</p> <p>Function: 108-025-08 421</p>	<p>Item c: Disposable</p> <p>Delete individual records 15 years after final action.</p>	<p>N1-412-03-2</p> <p>Status: Final, 04/30/2008</p>
<p>FINAL DELIVERABLES AND REPORTS: Consists of final draft and final deliverables, products, and reports submitted by contractors and grantees to the Agency, or produced in-house by individuals, committees, or task forces. Also includes final reports resulting from special studies and surveys completed within the Agency.</p> <p>Item a(1): Environmental programs, except Superfund site-specific - Nonelectronic</p> <p>Item a(2): Environmental programs, except Superfund site-specific - Electronic</p> <p>Item a(3): Environmental programs, except Superfund site-specific - Electronic copy of records transferred to the National Archives</p> <p>Item b: Superfund site-specific</p> <p>Item c: Non-environmental programs</p> <p>Function: 305-109-01 258</p>	<p>Item a(1): Permanent</p> <p>Close inactive records upon completion of project.</p> <p>Transfer to the National Archives 20 years after file closure.</p> <p>Item a(2): Permanent</p> <p>Close inactive records upon completion of project.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable</p> <p>Close file upon transfer to the National Archives.</p>	<p>N1-412-06-27</p> <p>Status: Final, 2/28/2011</p>

	<p>Item b: Disposable Close inactive records upon completion of project. Destroy 30 years after file closure.</p> <p>Item c: Disposable Close inactive records upon completion of project. Destroy 7 years after file closure.</p>	
<p>GRANT APPEALS: Consists of copies of notices of appeal and any requests for reconsideration, appeal file documents and exhibits, correspondence, legal briefs, statements, memoranda, transcripts of any hearings held, and orders and decisions.</p> <p>Item a: Record copy</p> <p>Function: 205 680</p>	<p>Item a: Disposable Close inactive records when the case is settled. Destroy 10 years after file closure.</p>	<p>N1-412-06-6/8</p> <p>Status: Final, 02/21/2007</p>
<p>GRANTS & OTHER PROGRAM SUPPORT AGREEMENTS: Includes records that document all types of agreements with other federal, state, or local government agencies, universities, non-profit organizations, Tribes, and other institutions to which EPA is a party, and that support EPA's environmental programs (other than Superfund site-specific, and waste water construction and state revolving fund grants). Specific types of agreements include assistance agreements, grants, cooperative agreements, interagency agreements, agreements for "guest" workers, and other types of program support agreements administered by headquarters or EPA regions and that provide for research, demonstration projects, training, fellowships, investigation, surveys, studies, or other types of program support activities.</p> <p>Also includes supporting documentation. Specific types of records include, but are not limited to, documentation of significant actions and decisions relating to and supporting the award of agreements, documentation of actions and decisions relating to the competition of agreements, announcements and solicitations of funding opportunities, justifications, requests and justifications for the non-competitive award of agreements, cost estimates, scopes of work, correspondence, applications, pre-award reviews, funding decisions, award documentation, documentation relating to the evaluation of proposals and applications, conflict of interest documentation, transmittal correspondence, agreements, agreement oversight activities, non-compliance documentation, dispute documentation, audit records, closeout documentation for completed agreements; and reports and evaluations resulting from agreements.</p> <p>Excludes: Final products and deliverables (EPA 258), Superfund site-specific grants and agreements (EPA 001), and waste water construction and state revolving fund grants (EPA 232).</p> <p>Item a: Record copy</p> <p>Function: 205 003</p>	<p>Item a: Disposable Close inactive records immediately after closeout of the agreement. Destroy 10 years after file closure.</p>	<p>N1-412-07-34</p> <p>Status: Final, 7/31/2010</p>

<p>acknowledgments.</p> <p>Item a: Routine requests for information and replies Includes requests involving no administrative actions, no policy decisions, and no special compilations or research, and requests for and transmittal of publications, photographs, and other information literature.</p> <p>Item b: Acknowledgments and transmittals of inquiries and requests referred elsewhere for reply</p> <p>Function: 305-109-02-04 309</p>	<p>Item b: Disposable Destroy 3 months after acknowledgment and referral.</p>	<p>Status: Final, 02/01/2007</p>
<p>INFORMATION TRACKING SYSTEMS: Consists of a broad range of paper and electronic systems used to track the processing of permits, applications, reports, approvals, and other actions relating to records that are disposable under NARA's General Records Schedules or an approved Agency records schedule.</p> <p>Item a: Record copy</p> <p>Function: 305-109 089</p>	<p>Item a: Disposable Delete when 2 years old, or 2 years after the date of the last entry; whichever is applicable.</p>	<p>GRS 23/8</p> <p>Status: Final, 3/31/2014</p>
<p>INPUT AND SOURCE RECORDS - NONELECTRONIC: This item covers input and source records used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule.</p> <p>Item a(1): Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format. Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).</p> <p>Item a(2): Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).</p> <p>Item a(3): Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations) Includes such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).</p> <p>Item a(4): Hard copy documents other than those covered by items a(1) - a(3) above</p> <p>Item b: Electronic records entered into the</p>	<p>Item a(1): Permanent Transfer to NARA in accordance with previously approved schedule.</p> <p>Item a(2): Permanent Transfer to NARA in accordance with previously approved schedule.</p> <p>Item a(3): Varies Apply previously approved schedule.</p> <p>Item a(4): Disposable Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i), whichever is later.</p> <p>Item b: Disposable Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.</p> <p>Item c: Disposable Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later.</p> <p>Item d: Disposable Delete after the necessary data have been incorporated into a master file.</p>	<p>GRS 20/2</p> <p>Status: Final, 04/30/2008</p>

<p>c.</p> <p>Item c: Electronic records received from another agency and used as input/source records by the receiving agency Excludes records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.</p> <p>Item d: Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database</p> <p>Function: 404-142-01 171</p>		
<p>NATIONAL COMPLIANCE DATA BASE (NCDB): The National Compliance Data Base (NCDB) is a reporting application for managers at headquarters. The system tracks regional compliance and enforcement activity and manages the pesticides and toxic substances compliance and enforcement program at a national level. NCDB provides reporting, retrieval, and analytical capabilities that support all members of the user community. There are three categories of reports: (1) reporting and enforcement and compliance assurance priorities (RECAP) reports, (2) standard reports, and (3) ad hoc reports. NCDB is the national repository of the 10 regional and headquarters FIFRA/TSCA Tracking System (FTTS) data and contains approximately 65% of the FTTS data elements. Regional FTTS data entry personnel send their data to headquarters once a month to rebuild the NCDB. Excludes: The FTTS which is scheduled as EPA 421. Item b: Input</p> <p>Function: 108-025-08 420</p>	<p>Item b: Disposable Follow instructions for EPA 171.</p>	<p>N1-412-03-3</p> <p>Status: Final, 10/31/2009</p>
<p>PESTICIDE PRODUCING ESTABLISHMENTS REPORTS: Consists of reports showing pesticide establishments data transferred from producers' annual reports. Reports show data concerning the kind and amount of pesticides being manufactured by the establishments, pursuant to requirements of FIFRA. The reports are output from the Section Seven Tracking System. Item a: Record copy</p> <p>Function: 108-025-06-01 277</p>	<p>Item a: Disposable Close inactive records when superseded. Destroy 1 year after file closure or when no longer needed.</p>	<p>N1-412-07-35/3</p> <p>Status: Final, 09/30/2007</p>
<p>PESTICIDES FACILITIES FILES: Contains documents relating to the manufacture, distribution, and application of pesticides products. Includes registration applications, registrations, investigation reports and supporting papers, certification forms, correspondence, and other related records. Item a: Record copy</p> <p>Function: 108-025-06-01 225</p>	<p>Item a: Disposable Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-07-35/1</p> <p>Status: Final, 06/30/2007</p>

<p>Documents include Notices of Arrival of Pesticides and Services (EPA form 3540-1) and attached registration label of product.</p> <p>Item a: Record copy</p>	<p>Destroy 5 years after file closure.</p>	
<p>Function: 108-025-06-01 226</p>	<p>Item a:Disposable Close inactive records at the completion of the project. Destroy 10 years after file closure.</p>	<p>N1-412-06-6/3 Status: Final, 02/13/2007</p>
<p>PILOT PROJECTS: Contains supporting documentation relating to pilot projects which explore new technologies, cleanup methods, etc., to improve the environment in a variety of ways. Frequently a pilot is conducted on a small scale to determine the feasibility of full-scale implementation. Examples include the Medical Waste Tracking demonstration program, Environmental Leadership Pilot Project which encourages facilities to develop innovative auditing and compliance programs and to reduce the risk of non-compliance through pollution prevention practices, and the Delaware Estuary project designed to facilitate access to environmental data in the Delaware Estuary Region. Records consist of proposals, monitoring and measurement plans, correspondence, progress reports, and related documentation.</p> <p>Excludes: Final reports scheduled as EPA 258 and unsuccessful bids and proposals scheduled as EPA 275.</p> <p>Item a: Record copy</p>	<p>Item a(1):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 20 years after file closure.</p>	<p>N1-412-06-9 Status: Final, 04/30/2012</p>
<p>PUBLICATIONS & PROMOTIONAL ITEMS: Files consist of general and technical literature and promotional items along with finding aids and indices used to access collections of publications. General and technical literature includes any manuals, handbooks, brochures, newsletters, or pamphlets developed for use by Agency staff or for distribution to regions, states, other government agencies, the regulated community, and the public. Promotional items include brochures, pamphlets, posters, comic books, buttons, and bumper stickers. Also includes official portraits of senior Agency officials.</p> <p>Item a(1): Items depicting EPA's environmental mission activities - Nonelectronic</p> <p>Item a(2): Items depicting EPA's environmental mission activities - Electronic</p> <p>Item a(3): Items depicting EPA's environmental mission activities - Electronic copy of records transferred to the National Archives</p> <p>Item b: Routine publications or promotional items</p> <p>Item c: Working papers and background materials</p> <p>Function: 305-109-02-04 250</p>	<p>Item a(2):Permanent Close inactive records upon publication or when document becomes obsolete, is superseded, or no longer needed to support program activities. Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3):Disposable Delete after electronic record copy is successfully transferred to the National Archives.</p> <p>Item b:Disposable</p>	

	<p>superseded, or no longer needed to support program activities.</p> <p>Destroy 5 years after file closure.</p> <p>Item c: Disposable Close inactive records after publication or when document becomes obsolete, is superseded, or no longer needed to support program activities.</p> <p>Destroy 2 years after file closure.</p>	
<p>RESPONSE TO AUDIT, EVALUATION, AND INVESTIGATION: Includes records used to document and track the Agency's response to audit, evaluation, and investigation processes conducted internally (e.g., by Inspector General (IG)), or externally (e.g., by Government Accountability Office (GAO)). Audits and evaluations may be initiated by EPA, by an outside agency with oversight over EPA, or requested by Congress. Records relating to these special projects include correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions, tracking/milestones and related records. Records related to the Federal Managers Financial Integrity Act (FMFIA) include: documentation of internal control objectives and techniques, work plans, status reports on conduct of internal control reviews, correction of reported material weaknesses, and related materials such as corrective action strategy, audit follow-up, annual assurance letter, and internal control review reports and supporting documentation.</p> <p>Item a: Record copy</p> <p>Function: 301-091 082</p>	<p>Item a: Disposable Close inactive records when corrective action is complete.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-1/2</p> <p>Status: Final, 04/30/2008</p>
<p>SAMPLING AND ANALYTICAL DATA FILES:</p> <p>Records relate to chemical analysis services performed to support the Agency's environmental programs. Includes analysis conducted through the Contract Laboratory Program (CLP), including sample results in the form of current files, purge files, and Sample Management Office (SMO) files. Regional lab records include in-house sampling. Supporting documentation includes document inventory form, data summaries, field sheets, chain of custody, data reports, analyst log books, sample logbooks, data sheets, correspondence, quality assurance and data validation files, quality control summaries, QC data logs and worksheets. Specific types of data packages will include Organic Routine Analytical Services (RAS), Inorganic RAS, Dioxin RAS, High Concentration (HC) and Special Analytical</p>	<p>Item a: Disposable Close inactive records upon completion of sampling activity.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-22/1</p> <p>REMOVED FROM 6/30/2009</p>

<p>scheduled as EPA 018.</p> <p>Item a: Record copy</p> <p>Function: 108-025 223</p>		
<p>SECTION SEVEN TRACKING SYSTEM (SSTS): The Section Seven Tracking system (SSTS) is a database containing company, establishment registration data, and annual pesticide production reports.</p> <p>Predecessor systems include: Establishment Registration Support System (ERSS) (1974); FIFRA and TSCA Enforcement System (FATES) (1979); FATES was split in 1986 into FATES and FIFRA/TSCA Tracking System (FTTS); SSTS was created in 1991.</p> <p>Item b(1): Input - Paper</p> <p>Item b(2): Input - Electronic</p> <p>Function: 108-025-06-01 264</p>	<p>Item b(1): Disposable Close when information has been entered into the system.</p> <p>Destroy 7 years after file closure. Shred submissions with confidential information.</p> <p>Item b(2): Disposable Close when information has been entered into the system.</p> <p>Delete earliest year after closure.</p>	<p>N1-412-02-3</p> <p>Status: Final, 10/31/2009</p>
<p>SPEECHES & TESTIMONY: Contains speeches and presentations prepared for delivery while representing the Agency at EPA-sponsored meetings, and government, civic and professional conferences and meetings. Also contains copies of congressional testimony and expert testimony related to non-EPA cases.</p> <p>Item b: Other federal employees when the speeches are not necessary to document the Agency or its programs</p> <p>Function: 305-109-02-04 140</p>	<p>Item b: Disposable Close inactive records at end of calendar year.</p> <p>Destroy 5 years after file closure.</p>	<p>N1-412-06-8</p> <p>Status: Final, 1/31/2010</p>
<p>STATE AND OTHER ENTITY PROGRAM AUTHORIZATION AND APPROVAL FILES: Contains records that document the process for authorizing operation of a program by states and other entities in lieu of a federal program. Types of records include the application with background and supporting documentation, correspondence, copies of statutes and regulations, interim authorizations, and documentation of public participation activities. Also includes documents relating to EPA's review, evaluation, and determination of the program, development of enforcement and environmental standards, as well as authorization withdrawals as it applies to the initial program authorization and subsequent revisions</p> <p>Item a(1): Record copy - Nonelectronic Item a(2): Record copy - Electronic Item a(3): Electronic copy of records transferred to the National Archives</p> <p>Function: 304-104-03 204</p>	<p>Item a(1): Permanent Close inactive records at end of year or after new authorization is signed.</p> <p>Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item a(2): Permanent Close inactive records at end of year or after new authorization is signed.</p> <p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item a(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	<p>N1-412-07-2/8</p> <p>Status: Final, 1/31/2011</p>
<p>STATE AND OTHER ENTITY RELATIONS AND OVERSIGHT FILES: Contains records used to oversee programs operated in lieu of a federal program by states and other entities. Includes reports, inspections,</p>	<p>Item a: Disposable Close inactive records at end of year.</p> <p>Destroy 10 years after file closure.</p>	<p>N1-412-07-1/9</p> <p>Status: Final, 03/30/2007</p>

<p>Function: 301-093 203</p> <p>TOXIC SUBSTANCES CONTROL ACT TEST SUBMISSIONS (TSCATS): The Toxic Substances Control Act Test Submissions (TSCATS) system is an electronic index to non-confidential, unpublished studies on chemical testing and adverse effects of chemicals on health and the environment. TSCATS was developed to make chemical testing studies available to the public, and includes chemical exposure studies, epidemiology, environmental fate, monitoring, episodic incidents, such as spills and case reports. The studies on unique chemical substances are submitted by U.S. industry under the Toxic Substances Control Act, section 4, chemical testing; section 8d, health and safety studies; section 8e, notices of substantial risk; and voluntarily submitted data on potentially hazardous chemicals.</p> <p>The studies are scheduled separately. Full-text documents of the studies are on microfiche are available from the National Technical Information Service.</p> <p>Item b: Input</p> <p>Item c: Electronic data</p>	<p>Item b:Varies Follow instructions for EPA 171 - Input and Source Records.</p> <p>Item c:Permanent Transfer data annually to the National Archives, as specified in 36 CFR 1235.44 -1235.50 or standards applicable at the time.</p>	<p>N1-412-03-14</p> <p>Status: Final, 8/31/2011</p>
<p>Function: 108-025-06-02 373</p> <p>Toxic Substances Files: Contains documents relating to the manufacture, processing, importing, or distribution of substances for commercial purposes and/or disposal covered by the Toxic Substances Control Act (TSCA), as amended. Includes copies of release inventory reports, investigation forms, notification forms, data summaries and reports, certifications, correspondence, and related documents.</p> <p>Item a: Record copy</p>	<p>Item a:Disposable Close inactive records at end of year. Destroy 10 years after file closure.</p>	<p>N1-412-07-32</p> <p>Status: Final, 6/30/2011</p>
<p>Function: 108-025-06-02 227</p> <p>TRAINING MATERIAL: Contains records used by Agency personnel in planning, preparing, writing, arranging, and conducting training programs for EPA and non-EPA employees, including state and other federal agency personnel. Records consist of working files generated during training development phase, training workgroup meeting notes, correspondence, training participation surveys and rosters, instructional materials, manuals, and other training aids.</p> <p>Excludes: Records for training administered by the Personnel program scheduled as EPA 571.</p> <p>Item a: Routine training materials. Includes training course plans and</p>	<p>Item a: Disposable Close inactive records after course or material is superseded. Destroy 5 years after file closure.</p> <p>Item c(1):Permanent Close inactive records after course or material is superseded. Transfer to the National Archives in 5 year blocks 20 years after file closure.</p> <p>Item c(2): Permanent</p>	<p>N1-412-06-11</p> <p>Status: Final, 04/30/2012</p>

<p>Agency.</p> <p>Item c(1): Mission-related training materials - Nonelectronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p> <p>Item c(2): Mission-related training materials - Electronic. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p> <p>Item c(3): Mission-related training materials - Electronic copy of records transferred to the National Archives. Includes training course plans and materials used for training in functions or activities related to the environmental goals of the Agency and its programs.</p> <p>Function: 305-109-02-04 200</p>	<p>Transfer to the National Archives 5 years after file closure, with any related documentation and external finding aids, as specified in 36 CFR 1235.44-1235.50 or standards applicable at the time.</p> <p>Item c(3): Disposable Close file upon transfer to the National Archives.</p> <p>Delete after electronic record copy is successfully transferred to the National Archives.</p>	
<p>UNSUCCESSFUL GRANT APPLICATION FILES: Includes but is not limited to applications, proposals, correspondence, and other records and documentation related to unsuccessful (e.g., rejected, withdrawn, not selected for award under a competition) applications for grants and unsolicited proposals for grants that are not accepted for award. This includes documentation relating to the evaluation of the unsuccessful application or unsolicited proposal for award.</p> <p>Item a: Record copy</p> <p>Function: 205 274</p>	<p>Item a: Disposable Close inactive records after rejection or withdrawal.</p> <p>Destroy 3 years after file closure.</p>	<p>GRS 3/13 Status: Final, 02/14/2007</p>
<p>EPA NON-RECORDS: Consists of nonrecord copies. Nonrecord materials are those Agency-owned informational materials that do not meet the statutory definition of records in 44 U.S.C. Section 3301 or that have been excluded from coverage by that definition. Examples of Non-Records: Technical Reference Materials, News Clippings, Convenience Copies, Stocks of Forms, Publications, and Processed Documents, Materials Not Appropriate for Preservation, Library or Museum Materials, Working Papers and Drafts.</p> <p>Function: 0 008</p>	<p>Item a: Disposable Close when obsolete, superseded or no longer needed for reference.</p> <p>Destroy immediately after file closure.</p>	<p>NOT APPLICABLE</p> <p>Status: Final, 02/12/2007</p>

